



Cunha Intermediate School Parent Teacher Organization (PTO)

600 Church Street, Half Moon Bay, CA 94019

<https://cunha.schoolloop.com/pto>

CunhaPTO@gmail.com

Tax Identification Number 71-0909516

PTO MEETING MINUTES

November 12th, 2019 5:30 pm

Location	Cunha Intermediate Library	
Attendees	Shawna Montoya (PTO President) Libby Garcia (PTO Vice President) Michelle Velarde (PTO Secretary) Elizabeth Weatherly (PTO Treasurer) James Barnes (Principal) Benjamin Bartel (Vice Principal) Lisa Zanette (Bilingual Liason/SIPA Rep.)	Erin Hosilyk (Parent / COMMS Assistant) Marybeth Alexander (Cabrillo Board) Lisa Longaker (PE Dept Head/Home Ec) Eric DeBode (Abundant Grace)
Minutes Taken by	Michelle Velarde	
Attachments		
Absences	Julie Johnson (PTO Financial Secretary) Marc Higaki (Director of Communications)	

Introduction

- Shawna calls meeting to order at 5:35 pm.
- Shawna asks for review of October 2019 minutes. Shawna motions to approve the October minutes. Elizabeth approves. All in favor. Minutes approved.
- Shawna motions to vote for Lisa Zanette to be the Bilingual Liason. Michelle seconds. All in favor. Motion approved.
- Introductions: Shawna, parent & PTO president. Michelle, parent & PTO secretary. Elizabeth, parent & PTO Treasurer. Libby parent & PTO Vice President. James, Principal. Erin, parent & COMMS Assistant. Lisa Zanette, Bilingual Liason. Marybeth Alexander, Cabrillo Board Member. Longacre Cunha Home Ec teacher and PE teacher / department head. Eric DeBode, Abundant Grace.

PTO Business

- **Abundant Grace (Eric Dabode)**
 - Currently meeting with local homeless people Mon, Wed, Thurs, Fri, Sun and More For Less gas station at 8am or 10am. They gather and then head out to work for the day, cleaning beaches etc. returning to More For Less for drop off around 1:45 or 2pm.
 - 2011 began to employ at farm, 2018 worked with city to employ homeless to clean beaches, especially Poplar beach. Approx 5 people on clean team and approx. 12 people on farm team.
 - Public social benefit: clean coast, organic produce, participating in community. Farm teaches mindfulness, responsibility. Have had success with getting people into housing and to the resources needed – counseling, drug rehabilitation.
 - Plan for Kelly St. property: showers, laundry available to homeless. Fence off front, people will enter at back. Farm/garden front landscape. No loitering at front. Will open at 7am, leave for work 8am. Not a hang out place. Have never had official office space prior. Not a shelter. No plans to ever create housing on site “property is not big enough”. Only open day time.
 - Partnering with Life Moves and Coastside Hope, connecting with VA and other services to help move people forward.
 - Have had two sex offenders employed previously, no longer employed at Abundant Grace. In communication with officer Saul Lopez / local law enforcement. Check Megans law. 209 rules are “relaxing in California”. Policy on sex offenders: if legally not allowed near school then not allowed



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at Abundant Grace. No official criterion for acceptance beyond law unless Eric and AG team feel someone isn't a good fit – being drunk would be reason someone might not be welcome.

- Shawna, James, Michelle, Elizabeth: we want background checks. As your program grows your policies need to responsibly expand as well.
- Currently in escrow, waiting for city use permit. Then renovations: backyard, showers, etc. Hope to being using the building in February.

• **Lisa Longaker**

- Lisa is long time Home Ec teacher and PE teacher / department head.
- Greatly appreciates the PTO money she's received in the past for new Home Ec equipment etc.
- PE uniform / gear sales money goes largely to Boosters, despite Longacre and fellow PW teachers handling sales at registration. Lisa created the graphics and handled the orders in the past. Currently PE receives approx. \$2,000 while Boosters after school programs receive approx. \$13,000. PTO and James agree this doesn't appear to be fair. James will speak to Boosters about the arrangement.
- Home Ec is running out of patterns and needs money to buy new ones. Shawna recommends Donorschoose, Lisa suggests maybe a parent could help Lisa set that up. Elizabeth reminds her there is also a reimbursement form for \$100 in the office for every teacher in the school. If cost is presented prior to purchase PTO could give the money up front so that teachers don't have to pay out of pocket.

• **Cunha Cuts (James)**

- Still on the List: Cunha counselor, Cunha's Dean, 1 Campus Supervisor, Community Liaisons likely 1 per site, Tighter Staffing - considering 6 periods vs 7 (James doesn't believe this will save much on cost as no matter how many periods there are student/teacher ratios have to be maintained. Ratio is already pretty tight at Cunha. Would kill immersion program). 5th Grade Band program (some don't believe the program is very effective, others believe it set kids up for Cunha band then highschool. James notes that chopping 5th grade band could equate to losing marching band teacher because he would no longer have enough blocks.
- Still on the List: SchoolLoop: Used to be paid by PTO. Taken over by District because it is a "district communication tool". James did a 3 year deal for \$11,000, district has already paid 2 years. Superintendent proposes using Infinite Campus as cheaper alternative but James says it's not very easy to use. Over the summer district couldn't afford it and SchoolLoop was shut off – that's why site wasn't working. High school uses it regularly, Cunha using it more now. SchoolLoop is now owned overseas but that hasn't caused any problems so far. Consider fundraising the 3rd year. PTO needs to talk more before committing funds. Maybe CEF or Coastside Gives can help. \$4,679.20 per year. Maybe go back to HS / Cunha split cost.
- Still on the List: Cunha's After School Sports programs: Ben went to Boosters meeting – they are trying to think of ways to raise the \$100k, assuming total budget gets eliminated. James says a reduction in budget is necessary, not total elimination – hope district will leave some budget. Consider running through Boys & Girls Club.
- Still on the List: Cunha psychologist and School Link ("vital") – big cuts to student mental health services. Note – currently have \$95k grant for alternatives to suspension etc.
- Sean McPhetridge is preparing smaller list for next board meeting
- No longer on the list: Cunha's library technician (Cabrillo currently paying for 6hrs and PTO paying 2 hours per day - will PTO continue 2hrs?).
- PTO proposes "2 Keeps" (what are the top two items on the cut list that administration and PTO



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believes are most important to save from cuts?) – 1. Supervisors 2. School Link / mental health services.

- Packet likely to come out Friday before meeting
- **Dance** - Dec 6th – HMB nigh of Lights date has been changed
- **Campus Beautification** – James to pick dates, then PTO will reach out for volunteers
- **Honor Roll** – need bumper sticker money, Libby to ask Soil Farm. Ben has HMB Coffee gift cards possible prizes
- **Website** – Erin says so close! Will be great. Will maybe add Campus Beautification

Treasurer Report

- **New forms** – done
- **Challenge Day** – check Feb 5th

Admin Report

- Principal 's Report (James)

Other Business:

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Adjourn

- Shawna adjourns meeting at 7:18 pm
- Next meeting is on December 10th, 2019 at 5:30 pm at the Cunha library.

No	Assigned	Action	Responsibility	Due
1	9/13/18	Joey Vargas at Coastside Printers will print logo on PTO t-shirt, water bottles and banner once PTO has decided on a design. Marc to help design the logo.	Marc	9/12/19
2	2/8/18	Create <i>Welcome to PTO</i> Video – Marc needs team to create video. "What PTO has done for them:	Marc Higaki / Leslie Wakasa	
3	5/9/19	Action Items regarding water filtration system (Revised 9/10) 1. Need to research to see if water company will discount for schools (New PTO Board) 2. PTO could pay for water filters	New PTO Board / James	9/12/19
4	5/9/19	Investigate whether PTO can get a City Grant for Challenge Day	New PTO Board	9/12/19
5	5/30/19	James to follow up with Gisette to determine if she included Cunha's Challenge Day Funding request into the City Grant proposal she was writing for HMBHS	James	9/12/19
6	5/30/19	Investigate the use of the site Donorschoose.org.	New PTO Board	9/12/19
7	9/10/19	Wellness Committee – Need to connect with students, parents, community about what current issues are. Ben will communicate Mr Cox about getting Leadership feedback. James will reach out to ELAC.	Ben / James	
8	9/10/19	Teacher Appreciation Luncheons 12/5 and 5/7 - Shawna will share volunteer opportunities set up on Via Sign Up Genius	Shawna	



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9	9/10/19	Erin will have new PTO website up and running ASAP	Erin	12/10
10	9/10/19	Giving Tuesday November 26 th 2019 - Shawna will send out info via email, social media, fliers	Shawna	
11	9/10/19	Teacher Supply Reimbursement Process - Elizabeth will create email to teachers and James will send out.	Elizabeth / James	
12	9/10/19	Business Sponsorships - Libby / Erin Brainstorm purpose(s) and how.	Libby / Erin	
13	9/10/19	Campus Beautification - James will set dates, then PTO will reach out for volunteers (fill holes, planting, cleaning etc)	James	
14	11/12/19	PE uniform / gear sales money distribution to PE vs Boosters – James will talk to Boosters about the current arrangement and maybe consider revising. Currently PE receives \$2,000 and Boosters gets \$13,000 (approx.)	James	12/10

PTO Meeting Schedule

Second Tuesday of each month at 5:30 pm in the Cunha Library (with the following exceptions)*

September 10	October 8	November 12	December 10
January 14	February 11	March 10	April 14
May 12	June 9		

Important Dates

Campus Beautification Volunteer Days -
 Dances 12/6 6:30pm-9pm, 2/7 6:30pm-9pm, 3/27 7:00pm-9:30pm
 ELAC meetings 3/3 6pm-7pm
 Honor Roll Field Trips – 11/1, 4/22
 Book Fair -
 Teacher Appreciation Luncheon - 12/5 and 5/7
 Science Fair – 01/13 through 01/17
 Washington DC Trip 8th graders – 02/17 through 02/21
 Tidepool Trip to Fitzgerald 7th Grade -
 5th grade parent night – 01/30 6pm-7pm
 Open House -
 Superbowl –
 Promotion 8th Grade – 06/3
 Last Day of School/8th grade Great America field trip 06/4